Public Access for Licensing

User Guide -Getting stated

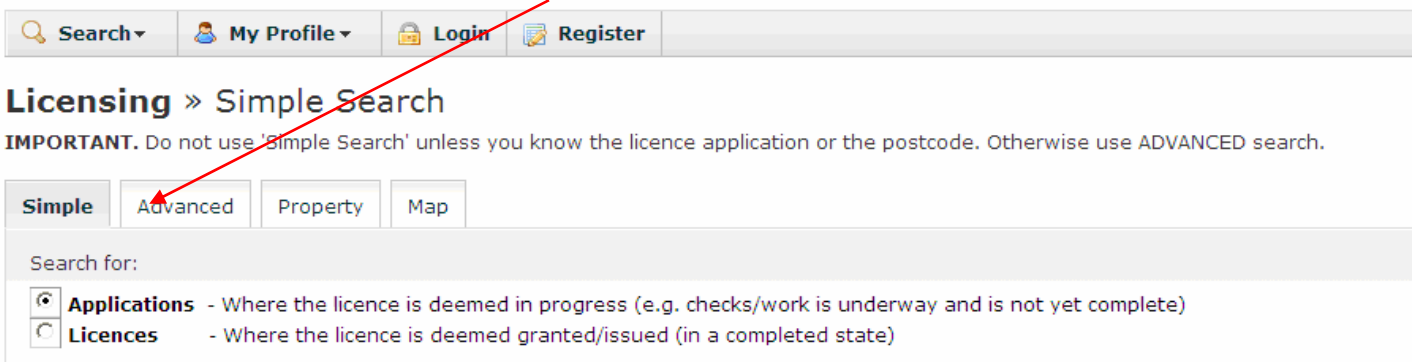
See also our "At a glance" guide

Newport City Council's Public Access system provides access to licensing information including the facility to **track applications** and **save searches** and **make comments on application**.

Just searching

Simple or Advanced?

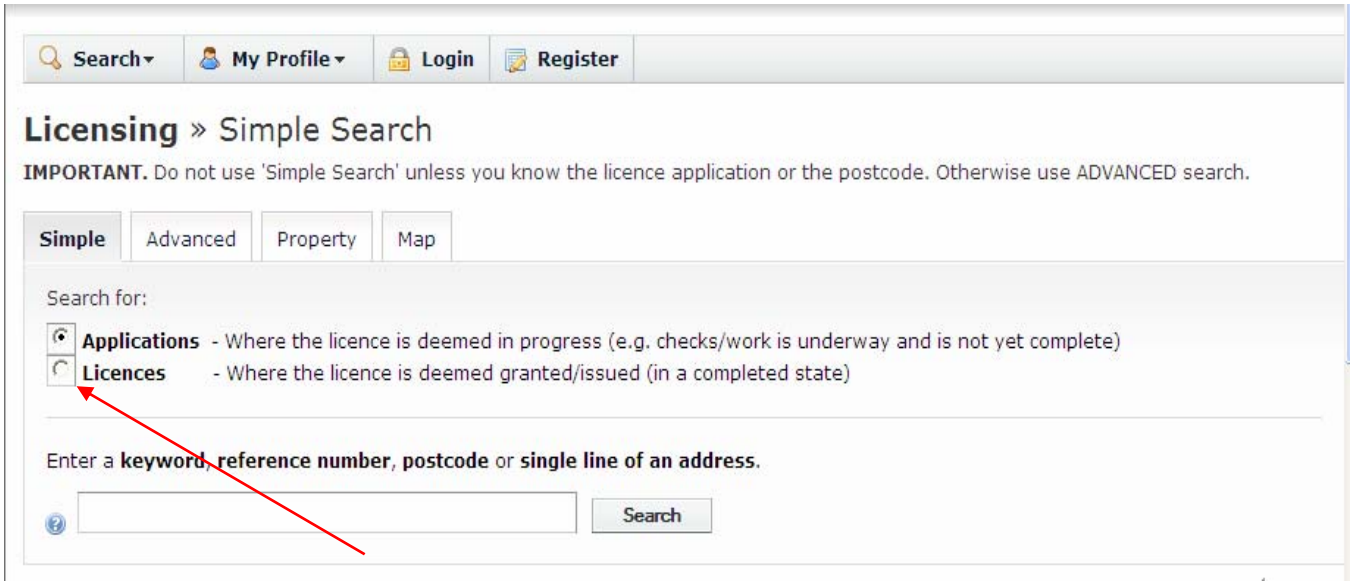
The **Search** option is split into tabs – simply click the tab you wish to use


Search
My Profile
Login
Register
Licensing » Simple Search
IMPORTANT. Do not use 'Simple Search' unless you know the licence application or the postcode. Otherwise use ADVANCED search.
Simple
Advanced
Property
Map
Search for:
Applications - Where the licence is deemed in progress (e.g. checks/work is underway and is not yet complete)
Licences - Where the licence is deemed granted/issued (in a completed state)

1. **Simple Search** – this is the recommended search method if you know the application number, address or premises name

– simply type in the number or name into the box and click **Search**

BUT Before searching, make sure you have selected the correct option:
"**Applications**" - only for a new licence application that has not been granted/issued.
"**Licences**" - where the licence has been issued.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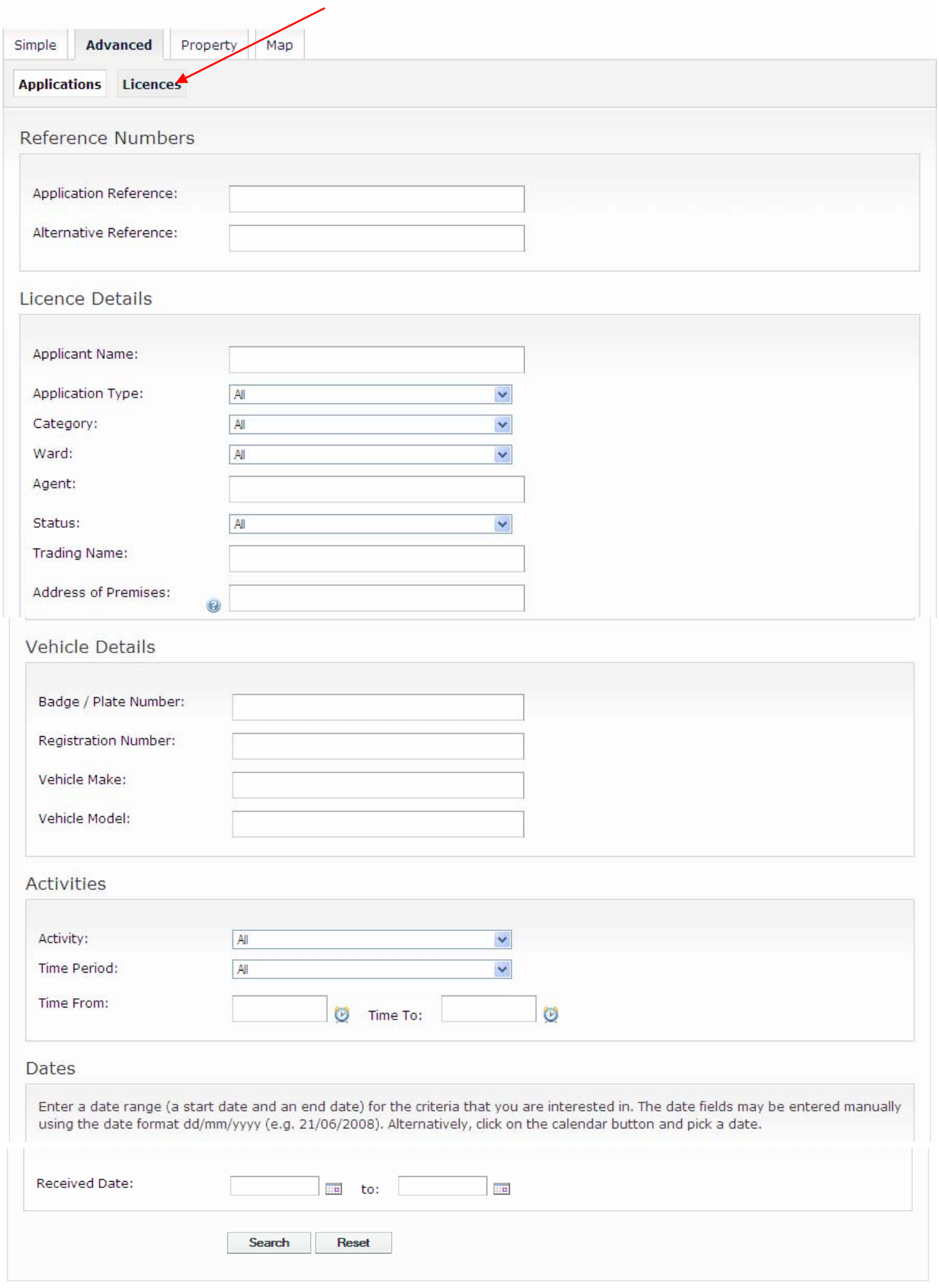
Enter a keyword, reference number, postcode or single line of an address.
Search

2. **Advanced Search** – provides a much wider range of categories to search under including activities

   Again Before searching, make sure you have selected the correct option:

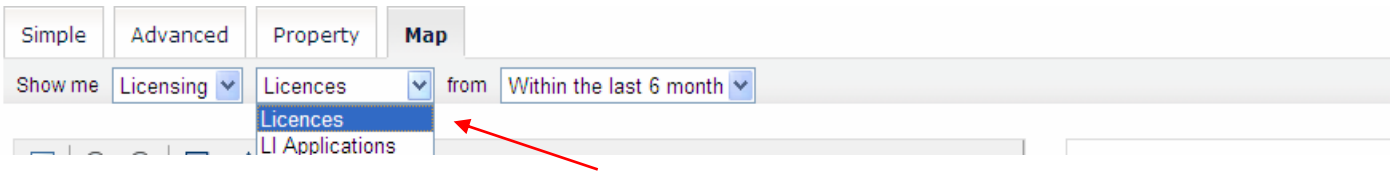
   "**Applications**"- only for a new licence application that has not been granted/issued.

   "**Licences**" -where the licence has been issued.

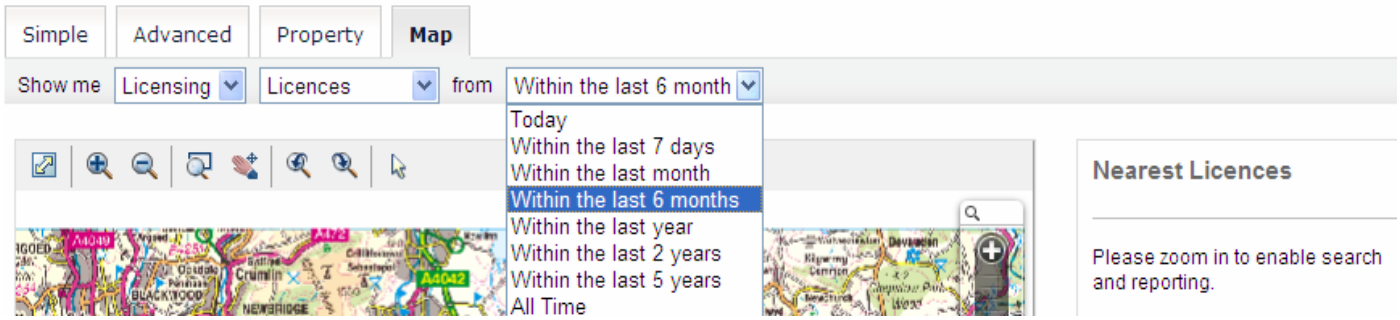


3. **Map Search** – allows selection of an area to view information for applications or licences and filter this information further by a time period if required.

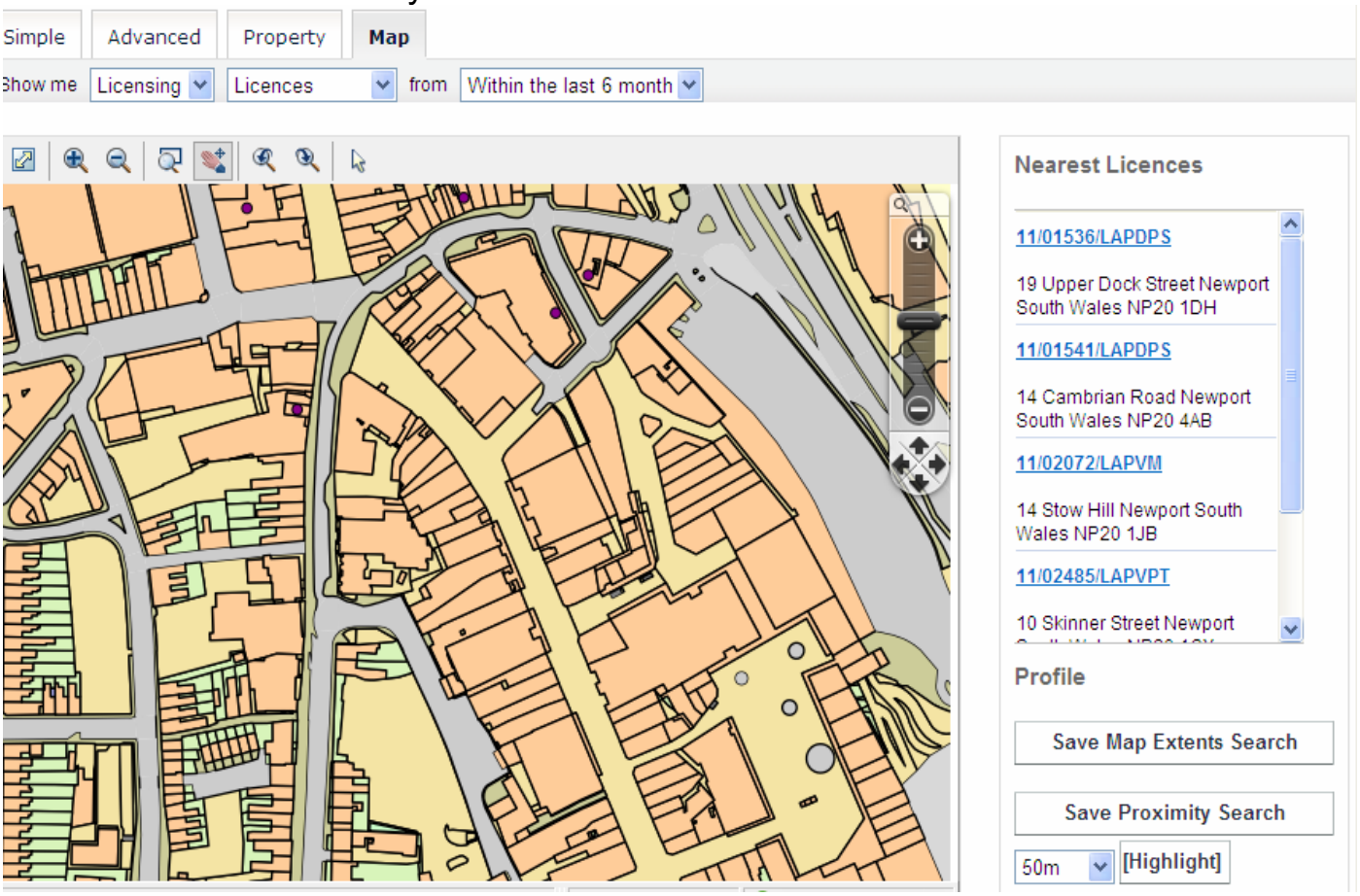
   First select whether you are looking for applications or licences



   Then select the time period



   Then zoom into the area you are interested in.

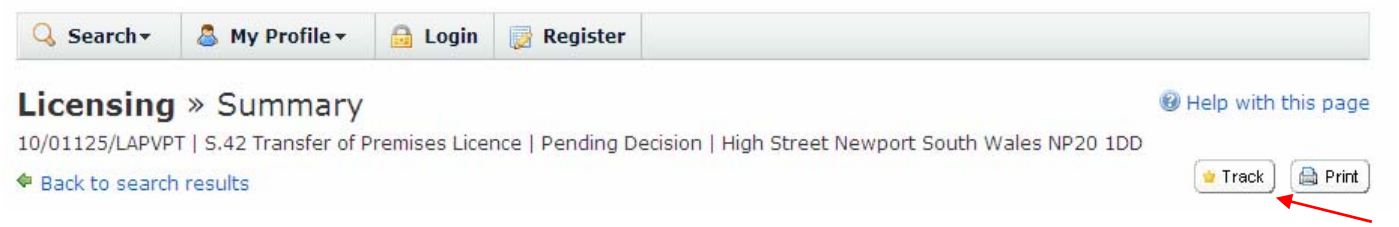


   Applications displayed on the map are also listed on the right hand side. Clicking the application number opens a summary screen for the selected application.
   Note: information will not display if the map is zoomed out too far

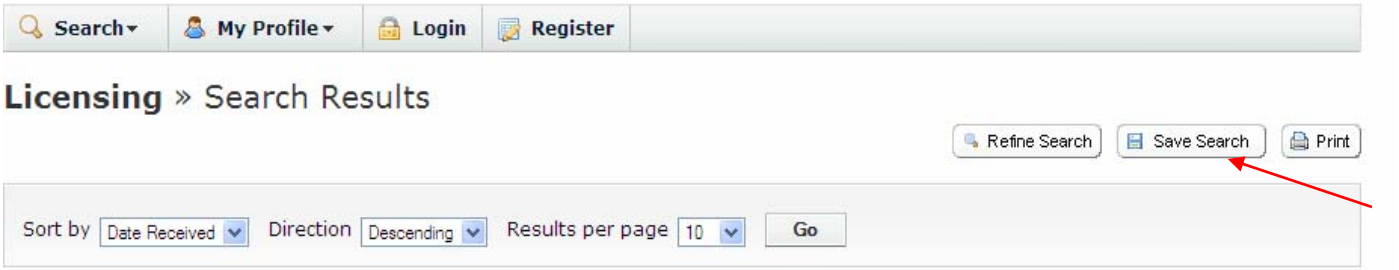
- **Tracking Applications and Saving Searches**

  You need to register to do this

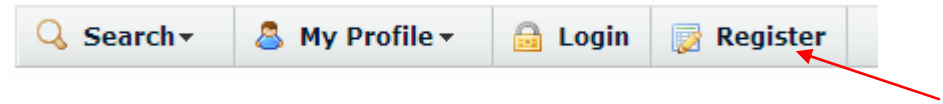
  Public Access provides the facility to select an application **and track it**, and will send notification emails if the status of the application changes.



  Another feature is the ability to **save searches** you perform frequently – these searches can then be run again as often as you like.



  Before you can track an application or save a search you will need to register and provide an email address that tracking notifications can be sent to.
  Click **Register** at the top of the screen to access the registration screens.



  Once the registration screens have been completed you will be sent an email. Simply select the link in the email to return to Public Access to finish the registration process.

  You can now login and run Saved Searches, view your Tracked Applications and see a list of applications you have been notified of.

- **Make a Comment – you can only do this for new applications, not existing licences.**

  Public Access has the facility to make a comment online. Select the **Make a Public Comment button** to access the 'Make a Comment' online form.

Public Access for Licensing

At-a-glance User Guide

Features	This mean you can...	What you have to do...
Register - optional	Receive automatic email notifications when an application of the type you are interested in is submitted or updated	Register your details and create your own personal profile then validate when your confirmation email arrives. Log in on future visits.
Simple Search	Search by keywords, licence number, trading name, single line of address or postcode.	Just enter easy search terms to view a list that you can sort to find the licence you are looking for and make comments online.
Advanced Search	Find several licences that have something in common such as ward, applicant or licence type.	Sort the results using the options described in Simple Search and select the licence(s) you are looking for.
Map Search	View certain (property based) licences on a map with the option to zoom in and out. You can identify the licence number and summary details are given on the screen.	Select the time period for your licence search and use the zoom in/out to move into your selected area on the map and find the licence(s) you are looking for.
Property Search	Find out what is happening at a particular address.	Enter part of an address or use the A to Z street search option for a listing and then select the address required.
Comment Online- applications only	Comment on current (property based) licence **applications** in Newport.	Select Make a Public Comment and complete details as requested. (It is helpful if you submit your full name and address when you submit).
Save Searches	Saves time when you next visit the site.	Register to save your searches for specific properties or areas.
Track Applications	Keep up-to-date with what is happening to your own application or ones that interest you with email alerts.	Register to track applications, select Track for any applications that interest you and then they will appear in your profile each time you log on.